



**BOARD OF HEALTH
FINANCE COMMITTEE
August 13, 2019 Meeting
MINUTES**

A. CALL TO ORDER AND ATTENDANCE

Chairman Deborah Henault called the meeting to order at 12:13 PM in the Conference Room of CCHD in Rocky Hill, CT.

Present: Deborah Henault, Barbara Gilbert, Patricia Checko (via conference call) and Charles Brown

Excused: Kevin Borrup **Quorum present.**

Date meeting notice posted: August 9, 2019

Staff: none

B. PUBLIC FORUM – no one from the public was present.

C. ADOPTION OF AGENDA

A MOTION was made by Gilbert, seconded by Checko to adopt the agenda as presented. **Motion carried unanimously.**

D. APPROVAL OF RECORD OF MINUTES

A MOTION was made by Gilbert, seconded by Checko to approve the minutes of July 16, 2019 Committee meeting as posted. **Motion carried unanimously.**

E. UNFINISHED BUSINESS

1. Executive Session for the purposes of discussing:

- Collective bargaining contract negotiations as pertains to the FY2019-2020 budget

A MOTION was made by Gilbert, seconded by Checko to go into executive session at 12:14pm. **Motion carried unanimously.** In session: Brown, Checko, Gilbert, and Henault. Out of session at 12:19pm.

No actions taken as a result of Executive Session.

F. NEW BUSINESS

1. July 2019 Financial Statement Review

- Brown reviewed the monthly financial reports for FY 2019-2020 through July 31, 2019 and answered and clarified issues for the Committee about various line items.
- Per CCHD policy, committee reviewed the approved budget items at the time of budget implementation for any issues that might necessitate a budget revision. Brown reported that an increase in the projected revenue from the State Per Capita funding did not meet the criteria for a budget revision.

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A MOTION was made by Gilbert, seconded by Checko to accept the financial statements through July 31, 2019. **Motion carried unanimously**

2. Fraud Risk Assessment Update

- a. Brown reported that he has reviewed the work done by Simon Jiang, accountant serving CCHD, in completing forms for Fraud Risk Assessment that had been provided by our auditor.
- b. Brown stated that formal report would be prepared but some areas had been identified for improvement including cash handling and account reconciliation. Challenges due to the size of the agency and the capacity to insert layers of control into processes exist and would need to be considered in the formal report.

G. NEXT MEETING

1. The Finance Committee will meet on September 17, 2019 at 12:00 PM in the CCHD offices in Rocky Hill.
2. Agenda:
 - a. Monthly financial statements
 - b. Fraud Risk Assessment Summary

H. ADJOURNMENT

A MOTION was made by Gilbert, seconded by Checko to adjourn. **Motion carried unanimously.** The meeting adjourned at 12:35 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: September 17, 2019